

ED: 100 TO DIVISION

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Chief, Medical Staff

Chief, Management Staff

Records Management

1. As indicated in my discussion at the DCI meeting of 6 August, there follows a summary of the major areas for potential accomplishment in records management activity in your Office. I feel there is a great deal to be gained from this program. My purpose at this time is to indicate the areas where further work is needed rather than to review overall accomplishment. I am doing this from a general knowledge of your program but without detailed information on your operations or the activities of your records officer.

Records Creation: An inventory and analysis of reports has been completed; but measures should be taken to establish a continuing control and to provide for the periodic reappraisal of reports. Requests for forms are channeled through your records officer. However, it appears that he will require more training, as well as more time, to perform the review and analysis necessary to develop the most economical and efficient forms. A survey should be conducted to determine whether measures are needed to improve the quality of correspondence and to reduce its cost.

Records Maintenance: The studies of filing operations, records systems, and mail control should be continued. The changes you are now in the process of making point up the value of such studies.

Records Disposition: This phase of the program got off to a good start more than two years ago in that an inventory of all records was made from which a records control schedule was prepared and approved. One of our staff members is presently revising this schedule at your request. As of 30 June 1956, Medical Staff had 19½ cubic feet of records in the Center. This amount of material would require \$7,536 worth of filing equipment if stored in your office, and about 216 square feet of office space. However, I feel that a continuing and complete application of your records control schedule would result in retirement of more than the 23 cubic feet of records sent to the Records Center during the past fiscal year.

Vital Materials: The review of VM schedules and the timely deposit of materials should be continued.

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2. I feel that the records created by your Staff are particularly important and that their proper management requires continued attention. The Records Management Staff will continue to assist your records officer to the extent possible. However, the success of your program will depend equally upon the amount of time that he can devote to records management. I feel that this should be full time. Mr. [REDACTED] Chief of the Records Management Staff, would appreciate an opportunity to discuss this with you. Also, if I can be of further assistance, please let me know.

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